

Chapter 2:

Drinking Water



2002 Edition

Chapter 2: Drinking Water

Introduction

DES administers the state drinking water program through its Water Supply Engineering Bureau, in concert with the U. S. Environmental Protection Agency (“EPA”) and the New Hampshire Department of Health and Human Services. EPA operates in this area under the authority of the federal Safe Drinking Water Act [see 33 U. S. C. Section 300f *et seq.* (1974) at <http://www4.law.cornell.edu/uscode/42/300f.html>], which was last reauthorized in 1996. The State of New Hampshire has received “primacy” (that is, authority to administer the program in lieu of the EPA) for a number of the provisions of this federal law. DES has developed its regulatory program under the authority of RSA 485 (“New Hampshire Safe Drinking Water Act”, <http://gencourt.state.nh.us/rsa/html/indexes/485.html>) and the rules adopted to implement that statute, NH CODE ADMIN. RULES Env-Ws 300 (“Drinking Water Rules”, <http://www.des.state.nh.us/wseb/wsebrules.htm>). The program addresses such areas as reviewing plans and issuing approvals for public water systems, providing technical assistance (including emergency response expertise), sampling public water systems, conducting field inspections, licensing water system operators, and inspecting and licensing youth recreational camps. To ensure that all laboratories who offer testing compliance services have the capability to do so, DES implements an Environmental Laboratory Accreditation Program (“NH ELAP”) (see <http://www.des.state.nh.us/nhelap/>) to assess and accredit both in-state and out-of-state environmental laboratories who serve clients in New Hampshire. DES has also provided millions of dollars in grants and loans to New Hampshire’s communities for their water systems over the past two decades. Please review the brochure entitled ***Grants and Loans from the New Hampshire Department of Environmental Services*** or access the information online at http://www.des.state.nh.us/grants_loans.htm.

Water System Security

In response to recent events, both DES and EPA have focused their efforts on making more information readily available to water system operators in an effort to protect the safety and security of these critical services. DES’s information can be found at <http://www.des.state.nh.us/wseb/capacity/security.htm>; EPA’s is located at <http://www.epa.gov/safewater/security/index.html#emergency>. In addition, DES offers a direct link (see http://www.des.state.nh.us/emergency_response.htm) to its emergency response personnel and resources for those who need such services.

Capacity Assurance

RSA 485 and the federal Safe Drinking Water Act require public water systems to ensure that they are providing safe drinking water to consumers. These requirements can result in a sizeable investment in facilities and substantial operational costs. However, systems that do not comply with these requirements face enforcement actions and penalties at both the state and federal levels. To help bridge the gap and provide assistance to water system owners/operators, DES has created the Small Public Water Supply Help Center at <http://www.des.state.nh.us/wseb/capacity/> to assist water system commissioners, board members, owners and operators in providing an adequate volume of high-quality drinking water to their consumers. From a regulatory standpoint, well-run water systems are considered to have adequate “capacity”. The terms “capacity development” and “capacity assurance” are unique to the drinking water industry and are not related to volume or competence, but to ability and sustainability. Capacity development is a process through which a water system voluntarily plans and implements activities to ensure that a water system can meet both its immediate needs and long-term obligations of providing safe and reliable drinking water to its customers. The term “capacity” includes the following three groups:

- *Technical capacity*, which refers to the physical infrastructure of the water system, including (but not limited to) the adequacy of the source water, infrastructure (source, treatment, storage, and distribution), and the ability of system personnel to implement the requisite technical knowledge.
- *Managerial capacity*, which refers to the management structure of the water system, including (but not limited to) ownership accountability, staffing, organization, and effective linkages to customers and regulatory agencies.
- *Financial capacity*, which refers to the financial resources of the water system, including (but not limited to) revenue sufficiency, credit worthiness, and fiscal controls.

DES's Public Water Supply Capacity Program was established in 1999 with the adoption of NH CODE ADMIN. RULES Env-Ws 363, ("Capacity Assurance for Existing Public Water Systems", <http://www.des.state.nh.us/wseb/wsebrules.htm>) and Env-Ws 371 ("Capacity Assurance for Proposed Public Water Systems", <http://www.des.state.nh.us/wseb/wsebrules.htm>). New Hampshire's capacity assurance program focuses on services to existing systems and design review approval for new systems. For existing systems, DES staff provides services to water systems that are at risk of significant non-compliance with RSA 485, Env-Ws 300, and the federal Safe Drinking Water Act. This program is characterized by no-cost assistance to public water systems in the form of education and outreach. Technical advice is typically provided by DES staff, while managerial and financial advice is provided by third party, independent specialists (see <http://www.des.state.nh.us/factsheets/ws/ws-25-1.htm>). For new systems, the goal of the program is to ensure, in advance, that proposed public water systems have sufficient technical, managerial, and financial capacity to fully meet their obligations RSA 485, Env-Ws 300, and the federal Safe Drinking Water Act. The principal tool used by proposed water systems to attain these goals is the preparation of a business plan that includes a realistic appraisal of anticipated capital and operational costs (see <http://www.des.state.nh.us/factsheets/ws/ws-25-2.htm>). DES has also created the *Public Water System Check-up and Self-Assessment Form* (see <http://www.des.state.nh.us/wseb/capacity/pdf/SelfAssessment.pdf>) as a guide to present a structured series of yes/no questions that pertain to the technical, managerial, and financial aspects of a water system. These questions are intended to help owners/operators identify and prepare for operating costs and major capital improvement costs brought about by future demand for drinking water and by the adoption of new regulations. This assessment also represents an excellent tool to prepare both a business plan and a long-range plan. For information on the various aspects of the capacity assurance program, access its fact sheets at <http://www.des.state.nh.us/wseb/capacity/factsheets.htm> or call DES at (603) 271-2949 or (603) 271-2952.

Municipal and Small System Technical Assistance

A "public water system" is defined by RSA 485:1-a, I ("New Hampshire Safe Drinking Water Act/Definitions", <http://gencourt.state.nh.us/rsa/html/L/485/485-1-a.htm>) as one *that provides piped water for human consumption, that has at least 15 service connections, or which regularly serves an average of at least 25 individuals daily for at least 60 days per year*. All new public water systems, or modifications to existing public water systems, must meet federal and state standards for water quality, design, construction, materials, and workmanship. Examples of projects that need to be submitted, reviewed, and approved by DES include the construction of new water systems or new treatment facilities, extension and replacement of waterlines, addition of new wells or intakes, modification to treatment facilities, and installation of water storage tanks (see <http://www.des.state.nh.us/ws.htm>). All municipal water systems, including those public water systems with a design flow of greater than 20,000 gallons per day subject to major Water User Registration and Reporting requirements (see <http://www.des.state.nh.us/factsheets/geo/geo-4.htm>), must be designed by a professional engineer licensed to practice in the state of New Hampshire (see <http://www.state.nh.us/jtboard/pe.htm>). Smaller public water systems for schools, workplaces, restaurants, and campgrounds (*i.e.*, those with design flows of less than 20,000 gallons per day or with 50 or fewer service connections) may be designed by a person with the demonstrated skills to do such work. Public water systems can be divided into three categories: community residential systems, non-community/non-transient systems, and non-

community/transient systems. Examples of community residential systems include those that serve municipalities, apartment or condominium developments, mobile home parks, and single-family home subdivisions. Non-community/non-transient systems serve schools, daycare centers, year-round office buildings, and businesses with permanent employees. Non-community/transient systems serve restaurants, motels, hotels, ski areas, beaches, and campgrounds.

Source Water Protection Program

One of the key programs with the DES Water Supply Engineering Bureau is the Source Water Protection Program (see <http://www.des.state.nh.us/dwspp/>). That program is authorized by RSA 485-C (“Groundwater Protection Act”, <http://gencourt.state.nh.us/rsa/html/indexes/485-C.html>). In 1992, DES initiated an 18-month process for canvassing and conducting in-depth interviews with stakeholders from all levels of government, advocacy groups, and the general public to provide the basis for devising a long-term work plan for source water protection. From the information gathered, DES produced its first source water protection five-year work plan in 1994, entitled **Comprehensive State Source Water and Groundwater Protection Program** (see <http://www.des.state.nh.us/dwspp/strategy.htm>). The program included tasks related to preventative action, corrective action, groundwater discharges, groundwater data, and outreach. The program has been renamed as the **New Hampshire Groundwater and Drinking Water Protection Strategy** and, starting in 1999, the next five-year plan was begun (see <http://www.des.state.nh.us/factsheets/ws/ws-12-9.htm>). DES established the Drinking Water Source Assessment Program in 1998 and drafted a plan to provide information about the vulnerability of each of the 2,950 public water supply sources in the state. This plan, required by the federal Safe Drinking Water Act in 1996 (see <http://www.epa.gov/OGWDW/sdwa/sdwa.html>), was accepted and approved by the EPA in May 1999 (see <http://www.des.state.nh.us/factsheets/ws/ws-12-7.htm>). An outgrowth of the assessment process identified lands that surrounded critical surface water and groundwater reserves that were at risk of contamination by development, which would make them unusable as public drinking water supplies. Fortunately, the Water Supply Land Conservation Grant Program (see http://www.des.state.nh.us/dwspp/ws_landgrant.htm) was created to provide grant monies to communities for purchase of such lands to protect the water source from contamination. DES also reviews, evaluates, and issues decisions relative to the siting of large and small community production well sites (see <http://www.des.state.nh.us/dwspp/newcomm.htm>), after which they must be registered with the Water Well Board.

Water Treatment Plant Operator Certification and Training

Pursuant to RSA 332-E (“Water Treatment Plant Operators and Water Distribution System Personnel”, <http://gencourt.state.nh.us/rsa/html/indexes/332-E.html>), the DES Water Supply Engineering Bureau certifies water treatment plant operators and water distribution system personnel and hosts training and outreach courses each year. The federal Safe Drinking Water Act, as amended in the 1996, required that states have an operator certification program in place to qualify for full funding of the capitalization grants for the Drinking Water Revolving Loan Fund, used to finance the cost of drinking water infrastructure needs (see <http://www.des.state.nh.us/factsheets/ws/ws-17-2.htm>), including funding for eligible “disadvantaged” community systems (<http://www.des.state.nh.us/factsheets/ws/ws-17-3.htm>). More than 1,160 water works operators are certified by DES each year through this training program.

Bottled Water Regulation

To protect water consumers and the environment, DES, in partnership with the New Hampshire Department of Health and Human Services (“DHHS”), regulates bottled water sources, as well as the handling and labeling of bottled water (see <http://www.dhhs.state.nh.us/DHHS/BOTTLED BEVERAGE/default.htm>). DES regulates sources of bottled water through NH CODE ADMIN. RULES Env-Ws 389 (“Groundwater Sources of Bottled Water Rules”, <http://www.des.state.nh.us/rules/envws389.pdf>) and DHHS regulates the handling and labeling of bottled water through RSA 143:11 (“Sanitary Production and Distribution of Food/Licenses; Fees”, <http://gencourt.state.nh.us/rsa/html/X/143/143-11.htm>) and NH CODE ADMIN. RULES He-P 2100 (“Food and

Beverage Sanitation Rules”, <http://www.gencourt.state.nh.us/rules/he-p.html>). Once both the source approval and bottled water license have been obtained, bottled water can be sold to the public from the facility.

Youth Camp Licensing

DES also is responsible for licensing youth camps in New Hampshire. A “youth camp” is defined by NH CODE ADMIN. RULES Env-Ws 1120 (“Rules Pertaining to the Operation of Youth Recreation Camps”, <http://www.des.state.nh.us/rules/envws1120.pdf>) as *an entity that represents itself as a camp, is in operation for at least ten days per license year for recreational purposes (or for a combination of recreation and instruction), is for-profit or under philanthropic or charitable auspices, and serves ten or more campers per day*. Both day camps and residence camps are included (see <http://www.des.state.nh.us/factsheets/ws/ws-20-1.htm>). DES evaluates such areas as drinking water source and quality, toilet facilities, garbage and waste disposal areas, food preparation areas, and communicable disease isolation and reporting. Each year, more than 170 licenses are issued to youth camp operators around the state.

Water Well Board

An integral part of the drinking water program lies with the siting, construction, and operation of wells. The New Hampshire Water Well Board is authorized by RSA 482-B (“New Hampshire Water Well Board, <http://gencourt.state.nh.us/rsa/html/indexes/482-B.html>; see also <http://www.des.state.nh.us/factsheets/ws/ws-23-1.htm>) to set standards for well development and abandonment and regulates Water Well Contractors and Pump Installers to ensure the production high-quality and reliable water supplies for public or private use.

Summary

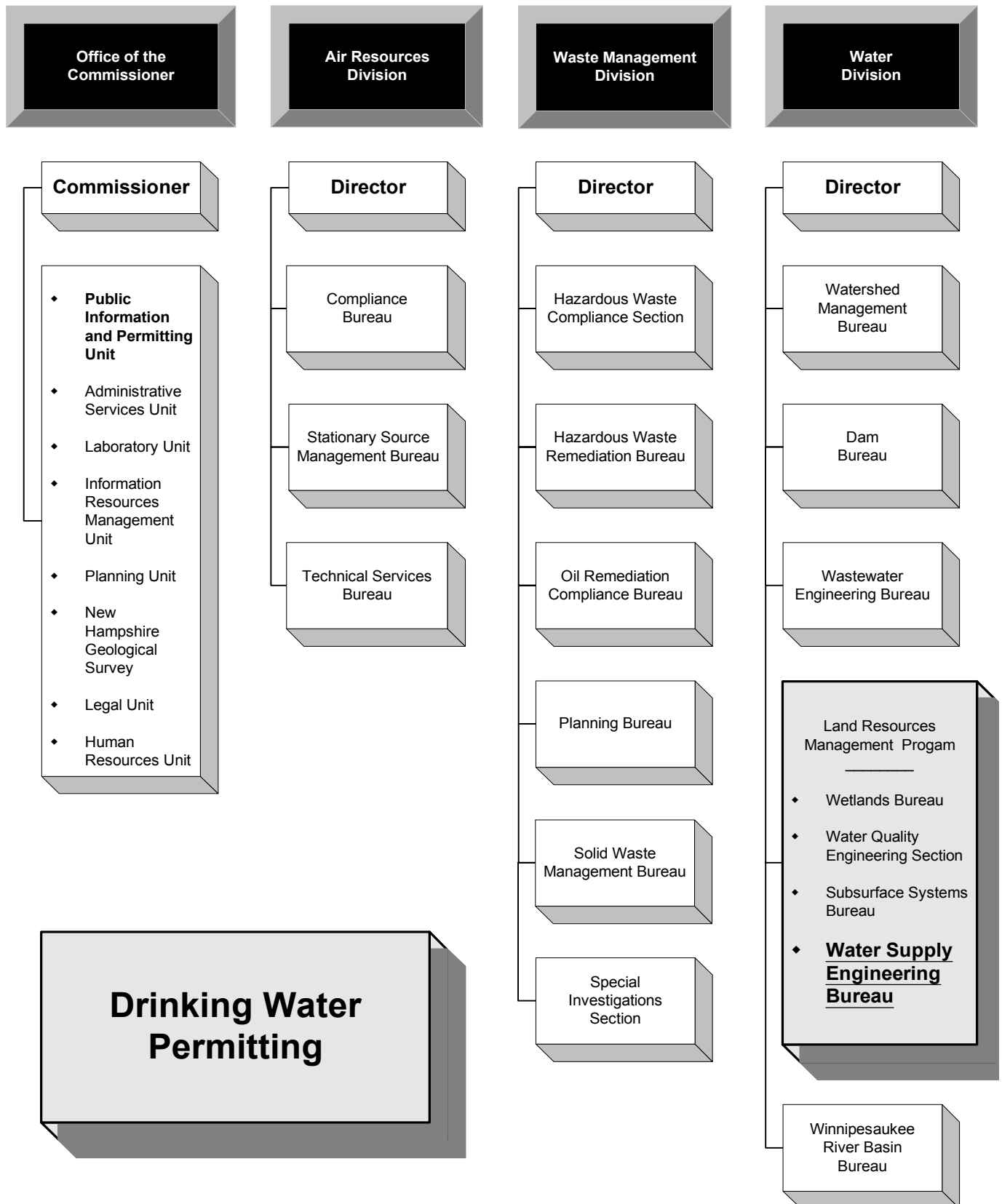
In summary, the DES Water Supply Engineering Bureau is charged with the primary administration of the drinking water program in New Hampshire. Appeals of final decisions relating to public water supply approvals, community well siting, laboratory accreditation, bottled water source approvals, or youth camp licenses (or orders issued for violations relating to these activities) should be directed to the Water Council (see <http://www.des.state.nh.us/councils/#1>). Appeals of final decisions relating to Water Well Contractor or Pump Installer Licenses (or orders issued for violations of well installation or decommissioning requirements) should be directed to the Water Well Board (see <http://gencourt.state.nh.us/rsa/html/indexes/482-B.html>).

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Organizational Chart

New Hampshire Department of Environmental Services



Community Large Well Site Approval

Introduction: Approval is required before a new or reactivated well may be used by a community water system. A “community water system” is defined by RSA 485:1-a, I (“New Hampshire Safe Drinking Water Act/Definitions”, <http://gencourt.state.nh.us/rsa/html/L/485/485-1-a.htm>), as a *public water system that serves at least 15 service connections used by year-round residents or regularly serves at least 25 year-round residents*. A large community water system is one that serves more than 1,000 people. A large bedrock production well is defined as one *that produces a permitted production volume equal to or greater than 57,600 gallons over 24 hours and which is exposed to or draws water from any type of consolidated material* (see <http://www.des.state.nh.us/rules/envws379.pdf>). The permitted withdrawal represents the maximum volume of water that may be withdrawn from the well, and must be registered with the DES Water User Registration and Reporting Program (see <http://www.des.state.nh.us/factsheets/geo/geo-4.htm>). The total volume of water a system requires depends on a number of factors, including the size of the population served and the types of uses (e.g., fire protection, industrial uses, etc.). The standards for large water systems are specified in NH CODE ADMIN. RULES Env-Ws 370 (see page 19 of “General Design Standards”, <http://www.des.state.nh.us/rules/envws365-370.pdf>). Applicants for a new Community Large Well Site Approval must submit a preliminary report detailing the site and describing the testing that will be done to define its water quality and available quantity. Site requirements include provisions for setbacks from surface water bodies, exclusion of activities and legal control of the land in the immediate area, and identification of potential contamination sources in an estimated wellhead protection area. Following DES’s approval of the preliminary report and construction of the well, the applicant must conduct testing, analyze results, develop a wellhead protection program, and prepare a final report which details compliance with all well siting criteria. DES will provide written approval once the final report is complete, the information presented in it is correct, and all well siting requirements have been met. Public Water System Design Review Approval must also be obtained from DES before a new well can be connected to the community water system. If the new well is located near a river designated for protection under the New Hampshire Rivers Management and Protection Program, provisions of that program must be met as well (see <http://www.des.state.nh.us/rivers/> and <http://www.des.state.nh.us/factsheets/ws/ws-22-11.htm>). A permit for a large groundwater withdrawal must also be obtained from the DES Drinking Water Source Protection Program (see <http://www.des.state.nh.us/dwspp/lqwith.htm>). (For more information on Large Groundwater Withdrawal Permits, please refer to the “Groundwater” chapter of this *Guidebook*.)

Average number of approvals issued annually: 10

Fees: None

Estimated processing time after report is deemed “complete”: Up to 60 days

Approval duration: No limit on new community well siting approvals. System design approval is for four years.

Approval transferability: Legal control of the well site must be transferred with water system ownership for well site approval to remain valid. Ownership transfer must be registered with the DES Water Division.

Approval modification: Modifications may be approved after the owner/operator has demonstrated that the modified source complies with current DES administrative rules.

Approval renewal: Renewals may be granted after the owner/operator has demonstrated that the source complies with current DES administrative rules.

State statute: RSA 485:8 and 48 (“New Hampshire Safe Drinking Water Act”, <http://gencourt.state.nh.us/rsa/html/indexes/485.html>)

N. H. Code of Administrative Rules: Env-Ws 379 (“Site Selection of Large Production Wells for Community Water Systems”, <http://www.des.state.nh.us/rules/envws379.pdf>)

Appeals body: Water Council at RSA 21-O:7 (“Department of Environmental Services/Water Council”, <http://gencourt.state.nh.us/rsa/html/l/21-O/21-O-7.htm>; see also <http://www.des.state.nh.us/rules/env-wc200.pdf> and <http://www.des.state.nh.us/councils/#1>)

Additional information: N. H. DES, Tim Nowack, Program Manager, (603) 271-8866
N. H. DES, Water Supply Engineering Bureau, (603) 271-2513

Community Large Well Site Approval – Work Sheet

Key Qualifier Question: *Do you plan to develop a new, or reactivate an existing production well that will produce equal to or greater than 57,600 gallons in any 24-hour period and will comprise part of a drinking water system that serves at least 15 residential service connections or 25 year-round residents on a daily basis?*

What must you do to apply?

- Obtain a copy NH CODE ADMIN. RULES Env-Ws 379, “Site Selection of Large Production Wells for Community Water Systems”, from the DES Public Information Center or online at <http://www.des.state.nh.us/rules/envws379.pdf>.
- Demonstrate that the well location complies with surface water related setbacks in accordance with Env-Ws 379.05.
- Demonstrate that the land use within the sanitary protective area will be under the direct control of the water system and will be maintained in a natural state in accordance with Env-Ws 379.06.
- Develop a conceptual hydrogeologic model of the aquifer, wellhead protection area, and potential impacts in accordance with Env-Ws 379.07.
- Prepare a preliminary estimate of the wellhead protection area and propose a method for refining the estimate by Env-Ws 379.08 (see <http://www.des.state.nh.us/factsheets/ws/ws-12-2.htm>).
- Prepare a preliminary contamination source and water use inventory in accordance with Env-Ws 379.09 (see <http://www.des.state.nh.us/factsheets/ws/ws-12-3.htm>).
- Identify and evaluate any known contamination sources in accordance with Env-Ws 379.10.
- Prepare a proposal for a pumping test (Env-Ws 379.11) and water quality sampling (Env-Ws 379.12).
- Submit a preliminary report (before significant resources are expended) to provide an early assessment of site suitability for a community well in accordance with Env-Ws 379.13 and to ensure that plans are consistent with other DES rules.
- Receive DES approval or denial of the preliminary report in accordance with Env-Ws 379.14.
- Upon DES approval of the preliminary report, perform pumping test and water quality sampling program in accordance with Env-Ws 379.15.
- Demonstrate that under existing land use and aquifer conditions, acceptable water quality can be continuously delivered to the community water system.
- Establish the permitted production volume in accordance with Env-Ws 379.16 and refine the wellhead protection area delineation in accordance with Env-Ws 379.17.
- Update and revise the contamination source and water use inventory in accordance with Env-Ws 379.18 (see <http://www.des.state.nh.us/factsheets/ws/ws-12-6.htm>).
- Establish a contamination source control program in accordance with Env-Ws 379.19 for sources identified under Env-Ws 379.10.
- Establish a wellhead protection program in accordance with Env-Ws 379.20 (see <http://www.des.state.nh.us/factsheets/ws/ws-12-5.htm>).
- Provide documentation that the well complies with the well construction criteria in Env-Ws 379.21.
- Submit final report to DES in accordance with the requirements set forth in Env-Ws 379.22.
- Submit all information and data to: Tim Nowack, Water Supply Engineering Bureau, Water Division, New Hampshire Department of Environmental Services, 6 Hazen Drive, P. O. Box 95, Concord, NH 03302-0095. Telephone: (603) 271-8866; fax: (603) 271-0656; or online: <http://www.des.state.nh.us/dwspp/newcomm.htm>

What types of projects require this approval?

- ❖ The siting of a new or replacement bedrock production well to serve a large community water system
- ❖ The reactivation of an existing community bedrock well to supplement existing capacity

If there are questions regarding this page or any other section of the Guidebook, please contact Tim Drew, Administrator, Public Information and Permitting Unit, at tdrew@des.state.nh.us or at (603) 271-3306.

Community Small Well Site Approval

Introduction: Approval is required before a new or reactivated well may be used by a community water system. A “community water system” is defined by RSA 485:1-a, I (“New Hampshire Safe Drinking Water Act/Definitions”, <http://gencourt.state.nh.us/rsa/html/L/485/485-1-a.htm>), as a *public water system that serves at least 15 service connections used by year-round residents or regularly serves at least 25 year-round residents*. A small community water system is one that serves 25 to 1,000 people. A small bedrock production well is defined as one *that produces a permitted production volume of less than 57,600 gallons over 24 hours and is installed in either bedrock or overburden* (see “Site Selection of Small Production Wells for Community Water Systems”, <http://www.des.state.nh.us/rules/378adpt.pdf>). The permitted withdrawal represents the maximum volume of water that may be withdrawn from the well, and must be registered with the DES Water User Registration and Reporting Program if the system uses more than an average of 20,000 gallons in any 24-hour period (see <http://www.des.state.nh.us/factsheets/geo/geo-4.htm>). The total volume of water a system requires depends on a number of factors, including the size of the population served and the types of uses (e.g., fire protection, industrial uses, etc.). The standards for small water systems are specified in NH CODE ADMIN. RULES Env-Ws 372 (“Design Standards for Small Public Water Systems”, <http://www.des.state.nh.us/rules/env-ws372.pdf>). Applicants for a new Community Small Well Site Approval must submit a preliminary report detailing the site and describing the testing that will be done to define its water quality and available quantity (see <http://www.des.state.nh.us/dwspp/prelim.pdf>). Site requirements include provisions for setbacks from surface water bodies, exclusion of activities and legal control of the land in the immediate area, and identification of potential contamination sources in an estimated wellhead protection area. Following DES’s approval of the preliminary report and construction of the well, the applicant must conduct testing, analyze results, develop a wellhead protection program, and prepare a final report (see <http://www.des.state.nh.us/dwspp/fnlchk.pdf>), which details compliance with all well siting criteria. DES will provide written approval once the final report is complete, the information presented in it is correct, and all well siting requirements have been met. Public Water System Design Review Approval must also be obtained from DES before a new well can be connected to the community water system. If the new well is located near a river designated for protection under the New Hampshire Rivers Management and Protection Program, provisions of that program must also be met (see <http://www.des.state.nh.us/rivers/> and <http://www.des.state.nh.us/factsheets/ws/ws-22-11.htm>).

Average number of approvals issued annually: 15

Fees: None

Estimated processing time after report is deemed “complete”: Up to 30 days

Approval duration: No limit on new community well siting approvals. System design approval is for four years.

Approval transferability: Legal control of the well site must be transferred with water system ownership for well site approval to remain valid. Ownership transfer must be registered with the DES Water Division.

Approval modification: Modifications may be approved after the owner/operator has demonstrated that the modified source complies with current DES administrative rules.

Approval renewal: Renewals for system design may be granted after the owner/operator has demonstrated that the source complies with current DES administrative rules.

State statute: RSA 485:8 and 48 (“New Hampshire Safe Drinking Water Act”, <http://gencourt.state.nh.us/rsa/html/indexes/485.html>)

N. H. Code of Administrative Rules: Env-Ws 378 (“Site Selection of Small Production Wells for Community Water Systems”, <http://www.des.state.nh.us/rules/378adpt.pdf>)

Appeals body: Water Council at RSA 21-O:7 (“Department of Environmental Services/Water Council”, <http://gencourt.state.nh.us/rsa/html/l/21-O/21-O-7.htm>; see also <http://www.des.state.nh.us/rules/env-wc200.pdf> and <http://www.des.state.nh.us/councils/#1>)

Additional information: N. H. DES, Community Well Siting Program Manager, (603) 271-3303
N. H. DES, Water Supply Engineering Bureau, (603) 271-2513

Community Small Well Site Approval – Work Sheet

Key Qualifier Question: *Do you plan to develop a new, or reactivate an existing community production well that will produce less than 57,600 gallons in any 24-hour period and will comprise part of a drinking water system that serves at least 15 residential service connections or 25 year-round residents on a daily basis?*

What must you do to apply?

- Obtain a copy of the NH CODE ADMIN. RULES Env-Ws 378, “Site Selection of Small Production Wells for Community Water Systems”, from the DES Public Information Center or online at <http://www.des.state.nh.us/rules/378adpt.pdf>.
- Demonstrate that the well location complies with surface water related setbacks in accordance with Env-Ws 378.05.
- Demonstrate that the land use within the sanitary protective area will be under the direct control of the water system and will be maintained in a natural state in accordance with Env-Ws 378.06.
- Prepare a preliminary estimate of the wellhead protection area and propose a method for refining the estimate by Env-Ws 378.07 (see <http://www.des.state.nh.us/factsheets/ws/ws-12-2.htm>).
- Obtain a preliminary contamination source and water use inventory from DES in accordance with Env-Ws 378.08 (see <http://www.des.state.nh.us/factsheets/ws/ws-12-3.htm>).
- Identify and evaluate any known contamination sources in accordance with Env-Ws 378.09.
- Prepare a proposal for a pumping test and water quality sampling in accordance with Env-Ws 378.10.
- Submit a preliminary report (before significant resources are expended) to provide an early assessment of site suitability for a community well in accordance with Env-Ws 378.11 and to ensure that plans are consistent with other DES rules (see <http://www.des.state.nh.us/dwspp/prelim.pdf>).
- Receive DES approval or denial of the preliminary report in accordance with Env-Ws 378.12.
- Upon DES approval of the preliminary report, perform pumping test and water quality sampling program in accordance with Env-Ws 378.13.
- Demonstrate that under existing land use and aquifer conditions, acceptable water quality can be continuously delivered to the community water system.
- Establish the permitted production volume in accordance with Env-Ws 378.14.
- Refine the wellhead protection area delineation in accordance with Env-Ws 378.15.
- Update and revise the contamination source and water use inventory in accordance with Env-Ws 378.16 (see <http://www.des.state.nh.us/factsheets/ws/ws-12-6.htm>).
- Establish a contamination source control program in accordance with Env-Ws 378.17 for sources identified under Env-Ws 378.09.
- Establish a wellhead protection program in accordance with Env-Ws 378.18 (see <http://www.des.state.nh.us/factsheets/ws/ws-12-5.htm>).
- Provide documentation that the well complies with the well construction criteria in Env-Ws 378.19.
- Submit final report to DES in accordance with Env-Ws 378.20 (see <http://www.des.state.nh.us/dwspp/fnlchk.pdf>).
- Submit all information and data to: Diana Morgan, Water Supply Engineering Bureau, Water Division, New Hampshire Department of Environmental Services, 6 Hazen Drive, P. O. Box 95, Concord, NH 03302-0095. Telephone: (603) 271-2947; fax: (603) 271-0656; or online: <http://www.des.state.nh.us/dwspp/newcomm.htm>

What types of projects require this approval?

- ❖ The siting of a new overburden or bedrock production well to serve a small community water system
- ❖ The reactivation of an existing community overburden or bedrock well to supplement existing capacity

If there are questions regarding this page or any other section of the Guidebook, please contact Tim Drew, Administrator, Public Information and Permitting Unit, at tdrew@des.state.nh.us or at (603) 271-3306.

Public Water System Design/Letter of Approval

Introduction: The DES Water Supply Engineering Bureau reviews all design plans and specifications for new public water systems, and expansions or modifications to existing public water systems, in compliance with RSA 485:8 (“New Hampshire Safe Drinking Water Act/Approval of Construction Plans”, <http://gencourt.state.nh.us/rsa/html/L/485/485-8.htm>) and the federal Safe Drinking Water Act (see <http://www.epa.gov/OGWDW/sdwa/sdwa.html>). No construction or modification of a public water supply system may commence until DES has issued a Public Water System Design/Letter of Approval for the proposed project’s design plans and specifications (see <http://www.des.state.nh.us/factsheets/ws/ws-25-2.htm>). Some of the public water supply system components that require WSEB review and approval include drinking water treatment facilities, water supply wells, water storage tanks, pump houses, and pipelines. The WSEB’s goal is to insure that a sufficient quantity of safe and reliable drinking water is available for the public (see <http://www.des.state.nh.us/factsheets/ws/ws-15-1.htm>). A “public water system” is defined by RSA 485:1-a, XV (“New Hampshire Safe Drinking Water Act/Definitions”, <http://gencourt.state.nh.us/rsa/html/L/485/485-1-a.htm>) as *a system for the provision to the public of piped water for human consumption that has at least 15 service connections, or regularly serves an average of at least 25 individuals daily at least 60 days per year*. All new public water systems and expansions, or modifications to existing public water systems, must meet federal, state, and national standards for water quality, design, construction, materials, and workmanship. Examples of projects that need to be submitted, reviewed, and approved by DES include construction of new treatment facilities, extension and replacement of waterlines, addition of new wells or intakes, modification to treatment facilities, installation of water storage tanks, and construction of new water systems (see <http://www.des.state.nh.us/ws.htm>). A licensed professional engineer must design all public water systems, including those with a design flow that is greater than 20,000 gallons per day or those with 50 or more service connections [see NH CODE ADMIN. RULES Env-Ws 372.05(d)]. These systems must also be registered with the DES Water User Registration and Reporting Program (see <http://www.des.state.nh.us/factsheets/geo/geo-4.htm>). Smaller public water systems (*i.e.*, less than 20,000 gallons per day or less than 50 service connections) designed for schools, workplaces, restaurants, and campgrounds may be designed by a person with the demonstrated skills to do such work. Finally, each community water system owner must prepare an emergency plan (see http://www.des.state.nh.us/wseb/emergency_planning.htm) to address emergency situations pursuant to NH CODE ADMIN. RULES Env-Ws 360.14 (“Emergency Plans for Community Water Systems”, http://www.des.state.nh.us/wseb/adopted_ws360.pdf). DES also provides several sources of information on water system capacity/security (see <http://www.des.state.nh.us/wseb/capacity/security.htm>), as does the U. S. EPA (see <http://www.epa.gov/safewater/security/index.html#emergency>). DES has also created a fact sheet entitled *Emergency Planning for Public Water Systems* that may be of additional assistance (see <http://www.des.state.nh.us/factsheets/ws/ws-6-5.htm>).

Average number of approvals issued annually: 125-150

Fees: A design review fee applies only to projects that create a new public water system or to projects for the conversion of a non-community system to a community system. Projects that expand or modify existing public water systems do not require a design review fee. The fee is \$45 per residential unit or residential equivalent unit. A residential equivalent unit is equal to 300 gallons per day.

Estimated processing time after application is deemed “complete”: 30 days

Letter of Approval duration: 4 years

Letter of Approval transferability: The owner/operator is required to submit a written notification to the DES requesting a change in ownership.

Letter of Approval modification: The owner/operator is required to submit a revised set of plans and specifications to the DES for review and approval.

Letter of Approval renewal: The owner/operator is required to re-submit a new or revised set of plans and specifications to the DES for review and approval. Projects for new public water systems are also required to submit a new design review fee.

State statute: RSA 485:8 ("New Hampshire Safe Drinking Water Act/Approval of Construction Plans", <http://gencourt.state.nh.us/rsa/html/L/485/485-8.htm>)

N. H. Code of Administrative Rules: Env-Ws 300 ("New Hampshire Drinking Water Rules", <http://www.des.state.nh.us/desadmin.htm#water>)

Appeals body: Water Council at RSA 21-O:7 ("Department of Environmental Services/Water Council", <http://gencourt.state.nh.us/rsa/html/I/21-O/21-O-7.htm>; see also <http://www.des.state.nh.us/rules/env-wc200.pdf> and <http://www.des.state.nh.us/councils/#1>)

Additional information: N. H. DES, Water Supply Engineering Bureau, (603) 271-2513
N. H. DES, Public Information Center, (603) 271-2975 or (603) 271-8876
U. S. EPA, Region I, Boston, MA, (617) 918-1111

Public Water System Design/Letter of Approval – Work Sheet

Key Qualifier Question: *Will the proposed project involve the creation of a new, or the expansion/modification of an existing system for the provision of piped water for human consumption having at least 15 service connections or regularly serving an average of at least 25 individuals daily for at least 60 days per year?*

What must you do to apply?

- Plans and specifications, and (where required by NH CODE ADMIN. RULES Env-Ws 300-389, “Drinking Water Rules”, <http://www.des.state.nh.us/wseb/wsebrules.htm>) design calculations and water quality results, must be submitted to the DES for review and approval.
- A cover letter describing the proposed project and explaining the request being made must accompany the submittal.
- If the proposed project is for a new public water system, a request for a concept approval in accordance with Env-Ws 372.03 must be submitted to DES before commencing any design work (see <http://www.des.state.nh.us/rules/env-ws372.pdf>).
- If the proposed project is for a new community or non-transient/non-community public water system, a business plan in accordance with Env-Ws 371 *Capacity Assurance for New Water Systems*, must be submitted to the DES (see <http://www.des.state.nh.us/rules/envws360-377.pdf>).
- If the proposed project involves a new well at a community public water system, the submittal must be in compliance with Env-Ws 378 (“Site Selection of Small Production Wells for Community Water Systems”, <http://www.des.state.nh.us/rules/378adpt.pdf>) or Env-Ws 379 (“Site Selection of Large Production Wells for Community Water Systems”, <http://www.des.state.nh.us/rules/envws379.pdf>).
- The owner of each community water system must also prepare an emergency plan to address emergencies; either natural or man-made (see NH CODE ADMIN. RULES Env-Ws 360.14, “Emergency Plans for Community Water Systems”, http://www.des.state.nh.us/wseb/adopted_ws360.pdf).
- A design review fee is required for projects proposing to create new public water systems. Projects to expand or modify existing public water systems do not require a design review fee.
- Submit a check or money order for the appropriate amount made payable to “Treasurer, State of New Hampshire”, and submit all application materials, design plans, data, and specifications to: Water Supply Engineering Bureau, Water Division, New Hampshire Department of Environmental Services, 6 Hazen Drive, P. O. Box 95, Concord, NH 03302-0095. Telephone: (603) 271-2513; fax: (603) 271-5171; or online: <http://www.des.state.nh.us/wseb/>

What types of water system projects require design review and approval?

- ❖ Projects that involve the design, construction, and operation of a new public water system
- ❖ Projects that involve the expansion or modification of an existing public water system
- ❖ Projects that involve the installation or modification of treatment facilities at a public water system
- ❖ Projects that involve the installation of water storage tanks, booster stations, or other related appurtenances at a public water system
- ❖ Projects that involve the replacement of water lines at a public water system
- ❖ Projects that involve the development of new water supply sources at a public water system

If there are questions regarding this page or any other section of the Guidebook, please contact Tim Drew, Administrator, Public Information and Permitting Unit, at tdrew@des.state.nh.us or at (603) 271-3306.

Public Water System Permit-to-Operate

Introduction: Based on authority granted by RSA 485 ("New Hampshire Safe Drinking Water Act", <http://gencourt.state.nh.us/rsa/html/indexes/485.html>) and the U. S. Environmental Protection Agency under the federal Safe Drinking Water Act (see <http://www.epa.gov/OGWDW/sdwa/sdwa.html>), DES administers the State's public drinking water program to protect the health and safety of New Hampshire consumers. The DES Water Supply Engineering Bureau reviews and evaluates new construction, well sitings, and the operation of public water systems, including storage, distribution, and treatment as primary program functions (see <http://www.des.state.nh.us/factsheets/ws/ws-15-1.htm>). Routine water sampling, analysis, and the upgrading of water delivery system infrastructure by incorporating new technologies (e.g., more effective filtration and disinfection) play key roles in the management of New Hampshire's vital public water systems. The intent of the Public Water System Permit-to-Operate is to more closely regulate these facilities, to generate revenue for the purpose of supporting the DES drinking water program in its efforts to more efficiently implement new and existing federal and state requirements, and to assure a safe, reliable, and adequate supply of drinking water to all New Hampshire citizens and visitors. (See <http://www.des.state.nh.us/factsheets/ws/ws-25-1.htm> and <http://www.des.state.nh.us/factsheets/ws/ws-25-2.htm>.)

Community	Non-transient/Non-community	Transient/Non-community
A "community water system" distributes water to a stable residential population and is designed to serve, or be capable of serving, at least 25 people or 15 service connections on a year-round basis.	A "non-transient, non-community water system" serves, or is designed to serve, at least 25 people for six months of the year. These systems are not considered a population's primary water source.	A "transient, non-community water system" serves, or is designed to serve, at least 25 people for at least 60 days per year. The public uses these systems on a seasonal or infrequent basis.
Examples include systems that serve a town or city, mobile home park, condominium complex, or apartments.	Examples include systems that serve day cares, schools, hospitals, and work places.	Examples include systems that serve restaurants, campgrounds, motels, hotels, and service stations.
Permit-to-Operate Fee = \$10 per residential-equivalent unit, with a maximum fee of \$300.	Permit-to-Operate Fee = \$150/year	Permit-to-Operate Fee = None
*Note: Facilities owned by New Hampshire political subdivisions are exempt from these fees, pursuant to Article 28-a of the New Hampshire Constitution.		

Average number of permits issued annually: 780

Fees*: Public water systems are defined in three categories, dependent upon the frequency with which the public uses them. All "community" and "non-transient/non-community" systems must obtain a Permit-to-Operate, but only privately-owned systems are required to pay a fee.

Estimated processing time after application is deemed "complete": 2-3 weeks

Permit-to-Operate duration: One year

Permit-to-Operate transferability: If a public water system is sold, the Permit to Operate is transferred with the system. The new owner must provide DES with a written notice of all changes and system modifications.

Permit-to-Operate modification: Not applicable

Permit-to-Operate renewal: This permit is valid for the duration of the State fiscal year (July 1 to the following June 30). Applications are sent out in April and are due by June 1; new permits-to-operate are issued before July 1.

State statute: RSA 485:3-a ("New Hampshire Safe Drinking Water Act/Permit Authority", <http://gencourt.state.nh.us/rsa/html/L/485/485-3-a.htm>)

N. H. Code of Administrative Rules: Env-Ws 303.03 ("Permit to Operate", <http://www.des.state.nh.us/rules/envws300-309.pdf>)

Appeals body: Water Council at RSA 21-O:7 ("Department of Environmental Services/Water Council", <http://gencourt.state.nh.us/rsa/html/1/21-O/21-O-7.htm>; see also <http://www.des.state.nh.us/rules/env-wc200.pdf> and <http://www.des.state.nh.us/councils/#1>)

Additional information: N. H. DES, Water Supply Engineering Bureau, (603) 271-3544
N. H. DES, Public Information Center, (603) 271-2975 or (603) 271-8876
U. S. EPA, <http://www.epa.gov/OGWDW/>

Public Water System Permit-to-Operate – Work Sheet

Key Qualifier Question: Do you own a public water system classified as either “community” or “non-transient/non-community”?

Note: See <http://www.des.state.nh.us/factsheets/ws/ws-15-1.htm> and NH CODE ADMIN. RULE Env-Ws 372.01(d) (“Design Standards for Small Public Water Systems”, <http://www.des.state.nh.us/rules/env-ws372.pdf>), as well as related information listed on the U. S. EPA Web page at <http://www.epa.gov/safewater/pws/pwss.html>).

What must you do to apply?

- Obtain a copy of NH CODE ADMIN. RULE Env-Ws 303.03 from the DES Water Supply Engineering Bureau, DES Public Information Center, or online at <http://www.des.state.nh.us/rules/envws300-309.pdf>.
- Applications for existing Public Water System Permits-to-Operate are mailed to the owner in April of each year and are due back to DES by June 1. The new permits are then mailed to the owner before July 1 for the next State fiscal year (i.e., July 1 through June 30 of the following year).
- If you own a qualifying public water system and have not received an application for the upcoming State fiscal year by the end of April, contact the DES Water Supply Engineering Bureau at (603) 271-3544. If the system is not already known to DES, a site inspection will be scheduled to evaluate the system and, if it is deemed to be “public”, it will be enrolled into the New Hampshire Drinking Water Inventory and a Permit-to-Operate application will be sent to the owner.
- For a non-transient, non-community water system, provide the name of the system, the name address, and telephone number of the owner and an estimate of the number of persons served by the system on a repeat basis for at least six months per year. The fee for these systems is \$150.
- For a community water system, provide the name of the system; the name, address, and telephone number of the owner; the number of persons served by the water system; and the number of household service connections or residential-equivalent units that the system has. A “residential-equivalent unit” is defined as one which has *an average daily demand of 300 gallons per day* [see Env-Ws 372.06(b)(2), “Drinking Water Rules”, <http://www.des.state.nh.us/wseb/wsebrules.htm>].
- To calculate the number of persons served by a community water system, DES will assume 2.5 persons per household service connection or residential equivalent unit.
- Based on this assumption, the fee for a community water system shall be as follows:
 - For community water systems having 30 or more household service connections or household equivalents, the fee is \$300.
 - For community water systems with less than 30 household services connections or household equivalents, the fee is \$10 per household service connection or household equivalent.
- If the permit fee has not yet been paid for the current fiscal year and the water system changes ownership, the new owner must pay the entire permit fee for that year at the time of transfer. The owner is free to seek reimbursement from the prior owner.
- Fees for permits granted to new systems placed in operation in mid-year will be calculated and paid on a prorated basis for that permit period.
- For purposes of calculating the fee, two or more systems on the same property owned by the same party will be treated as a single water system.
- Fees for the Public Water System Permit-to-Operate must be paid by check separately from other fees that may be due to DES.
- Submit a check or money order for the appropriate fee made payable to “Treasurer, State of New Hampshire” and submit all supporting materials or changes to: Water Supply Engineering Bureau, Water Division, New Hampshire Department of Environmental Services, 6 Hazen Drive, P. O. Box 95, Concord, NH 03302-0095. Telephone: (603) 271-3544; fax: (603) 271-5171; or online: <http://www.des.state.nh.us/wseb/>

What types of projects require this Permit-to-Operate?

- ❖ The operation of a community water system that serves a New Hampshire town or city
- ❖ The operation of a community water system that serves a condominium complex
- ❖ The operation of a non-transient/non-community water system that serves a day care center

If there are questions regarding this page or any other section of the Guidebook, please contact Tim Drew, Administrator, Public Information and Permitting Unit, at tdrew@des.state.nh.us or at (603) 271-3306.

Drinking Water System Operator Certificate

Introduction: In 1974, the U. S. Congress passed the federal Safe Drinking Water Act (“SDWA”) (see <http://www.epa.gov/OGWDW/sdwa/sdwa.html>). The goal of the SDWA was to improve the safety of public drinking water in the United States. The SDWA recognizes that operator competence is as important to providing safe, reliable drinking water to consumers as sampling, monitoring, equipment maintenance, and facility operations. In 1979, the New Hampshire Legislature enacted RSA 332-E (“Water Treatment Plant Operators and Water Distribution System Personnel”, <http://gencourt.state.nh.us/rsa/html/indexes/332-E.html>), which initiated the drinking water certification program in this state. The legislation established a five-member advisory committee to oversee the program and authorized DES to develop qualifications, conditions, and procedures for operator certification. The SDWA was amended in 1996 (see <http://www4.law.cornell.edu/uscode/42/300f.html>) with the added requirement that states must have an operator certification program in place to qualify for full funding of the capitalization grants for the drinking water revolving loan fund program. A certified operator is required for community (residential) public water systems and non-transient, non-community public water systems (e.g., schools, day care centers, and workplaces). Transient, non-community public water systems (e.g., restaurants, motels, and campgrounds) are not required to have a certified operator (see <http://www.des.state.nh.us/factsheets/ws/ws-10-1.htm>). There are two categories, treatment and distribution, for certification of drinking water system operators and each category consists of five levels of increasing complexity. Grade 1A represents the least complex and Grade IV is the most complex certification. The Grade 1A certification is issued typically for operators of very small and simple water systems serving residential developments, schools, or workplace systems and covers both treatment and distribution. Grades I through IV are reserved for larger, more complex water systems, and treatment and distribution certificates are issued separately for this category. Although no formal reciprocity arrangements exist with other states, operators currently certified by other states may request reciprocity privileges from New Hampshire before working here.

Average number of certificates issued annually: 1,150

Fees: The fee for water treatment certifications, distribution certifications, or combined treatment/distribution (Grade 1A) certifications is \$50 per certification. For a person who holds both a treatment and distribution certificate in Grades I - IV, the fee is \$100. The fee to re-take the certification exam is \$50.

Estimated processing time after application is deemed “complete”: 6 weeks

Certificate duration: 2 years, beginning on the forthcoming January 1

Certificate transferability: Not transferable

Certificate modification: Not applicable

Certificate renewal: DES reissues renewal certificates every two years upon payment of a \$50 renewal fee and demonstration that the minimum number of training contact hours has been obtained. If the fee is not submitted within 90 days after the certificate’s expiration date, the certificate will be deemed expired. Operators wishing to renew must have five training contact hours for Grade 1A and 20 training contact hours for Grades I, II, III, and IV.

State statute: RSA 332-E (“Water Treatment Plant Operators and Water Distribution System Personnel”, <http://gencourt.state.nh.us/rsa/html/indexes/332-E.html>)

N. H. Code of Administrative Rules: Env-Ws 367 (“Certification of Water Works Operators”, <http://www.des.state.nh.us/rules/envws-367.pdf>)

Appeals body: New Hampshire Drinking Water Operator Certification Advisory Board

Additional information: N. H. DES, Water Supply Engineering Bureau, (603) 271-2410
N. H. DES, Public Information Center, (603) 271-2975 or (603) 271-8876

Drinking Water System Operator Certificate – Work Sheet

Key Qualifier Question: Do you plan to seek employment in New Hampshire as a treatment and/or distribution system operator for a community or a non-transient/non-community public drinking water system?

What must you do to apply?

- Obtain a copy of the *Application for Water Works Operator Certification* from the DES Water Supply Engineering Bureau, DES Public Information Center, or online at <http://www.des.state.nh.us/wseb/applicat.pdf>.
- Provide the applicant's name, mailing address, date of birth, and social security number.
- Identify the name, mailing address, and telephone number of the water system or company of current employment (if applicable).
- Indicate the type and grade of certificate for which application is being made.
- Indicate the present status of the operator certificate (if other than a new candidate).
- Provide a description of prior relevant education and training.
- List any pertinent professional associations to which the applicant belongs.
- If drinking water treatment certification is desired, provide a detailed description of all prior water treatment experience.
- If drinking water distribution certification is desired, provide a detailed description of all prior water distribution experience.
- An applicant must be in a physical condition that enables him/her to satisfactorily perform the intended duties relative to the size and complexity of the particular water system.
- An applicant must be able to read and write in the English language.
- Submit evidence that the following minimum education and experience is held by the applicant:

Operator Type	Diploma/GED	Post-Secondary Education	Relevant Experience
Grade 1A	Yes	None required	6 Months
Grade I	Yes	None required	1 Year
Grade II	Yes	None required	3 Years
Grade III	Yes	2 Years	4 Years
Grade IV	Yes	4 Years	6 Years

- Applicant must verify that at least 50 percent of his/her experience represents actual operating experience in a plant or system.
- Under certain circumstances specified by NH CODE ADMIN. RULES Env-Ws 367, some education may be substituted for experience, and vice versa (see "Certification of Water Works Operators", <http://www.des.state.nh.us/rules/envws-367.pdf>; specifically Env-Ws 367.12).
- Submit a check or money order for \$50 made payable to "Treasurer, State of New Hampshire", and submit the application and all supporting materials at least 30 days in advance of the posted examination date to: Water Supply Engineering Bureau, Water Division, New Hampshire Department of Environmental Services, 6 Hazen Drive, P. O. Box 95, Concord, NH 03302-0095. Telephone: (603) 271-2410; fax: (603) 271-5171; or online: <http://www.des.state.nh.us/wseb/>

What types of projects require operators to possess this certificate?

- ❖ The operation of a community drinking water system comprised largely of residential customers
- ❖ The operation of a public drinking water treatment system for a high school or university
- ❖ The operation of a public drinking water distribution system for a large office complex

If there are questions regarding this page or any other section of the Guidebook, please contact Tim Drew, Administrator, Public Information and Permitting Unit, at tdrew@des.state.nh.us or at (603) 271-3306.

Environmental Laboratory Accreditation

Introduction: Any laboratory that tests drinking water samples for the purpose of submitting data to DES to demonstrate compliance with applicable drinking water or wastewater requirements must obtain an Environmental Laboratory Accreditation from DES (see RSA 485:44, "New Hampshire Safe Drinking Water Act/Water Testing Laboratory Accreditation", <http://gencourt.state.nh.us/rsa/html/L/485/485-44.htm>). A laboratory also may voluntarily request New Hampshire accreditation to demonstrate the quality of its work to clients. From 1988 to 1998, DES has administered a laboratory certification program based on the U. S. Environmental Protection Agency's *Manual for the Certification of Laboratories Analyzing Drinking Water*. In 1998, the program was revised legislatively to be an accreditation program, now based on National Environmental Laboratory Accreditation Conference ("NELAC") Standards (see <http://www.epa.gov/ttn/nelac/>). Under the NELAC standards, a laboratory must apply for primary accreditation from its home state, if available. If the host state is not a recognized NELAC accrediting authority, the laboratory must request primary accreditation from one of the 12 recognized NELAC accrediting authorities. Since the New Hampshire Environmental Laboratory Accreditation Program ("NH ELAP") is a recognized accrediting authority for drinking water and wastewater analyses, all New Hampshire laboratories must obtain primary accreditation for those analyses from NH ELAP (see <http://www.des.state.nh.us/nhelap/>). Out-of-state laboratories may request NH ELAP to be either their primary or secondary accrediting authority. A primary accrediting authority may only award accreditation based on an on-site assessment of the laboratory, the laboratory's proficiency test ("PT") results, and analyses in the NH ELAP fields of testing (see <http://www.epa.gov/ttn/nelac/>). A secondary accrediting authority may only award accreditation by reciprocity based on the accreditation awarded by the laboratory's primary accrediting authority.

Average number of accreditations issued annually: Approximately 90 laboratories nationally have NH ELAP accreditation as of September 2002 (see <http://www.des.state.nh.us/nhelap/accredited/>).

Fees:

- (1) A base fee of \$100 plus the applicable amount(s) from (2) below must be submitted with the application. The fee is non-refundable.
- (2) The non-refundable fee paid must include the applicable amount(s) from the table below:

Additional Charges to be Included with the Non-Refundable Fee:

Type of Accreditation Requested	Charge
Microbiology	\$100
Limited inorganic chemistry (only)	\$100
One or two metals (only)	\$100
Microbiology and limited inorganic chemistry	\$150
Microbiology and one or two metals	\$150
Microbiology, limited inorganic chemistry, and one or two metals	\$250
Metals and/or inorganic chemistry	\$400
Organic chemistry	\$400
Radiological chemistry	\$250
Each performance-based method that must be evaluated	\$175

- (3) In addition to the fee specified above, the laboratory must reimburse the State of New Hampshire for staff time and travel expenses of the on-site assessment. The exact amount will vary depending on the analyses for which accreditation is requested and the location of the laboratory.

Estimated processing time after application is deemed “complete”: If an in-state laboratory requests accreditation, the process takes from three to nine months, depending on the preparedness of the laboratory. When an out-of-state laboratory requests NH ELAP to be the primary accrediting authority, it will be put on a waiting list until staff is available to conduct the on-site assessment (possibly as long as several years to complete). If the laboratory has applied for secondary accreditation, the process will take from two to three weeks to complete.

Accreditation duration: One year

Accreditation transferability: The accreditation is not directly transferable when ownership, location, a majority of the principal officers, or a majority of the local corporate management of the laboratory changes. The laboratory director must inform DES in writing within 30 calendar days of the changes listed below as to how the changes will affect the day-to-day operations of the laboratory. The laboratory must reapply for accreditation as specified in NH CODE ADMIN. RULES Env-C 302.01 within 30 calendar days of any change in ownership, location, a majority of the principal officers, or a majority of the local corporate management of the laboratory. DES will reissue new certificates within 14 calendar days of receiving the application for a change in name, location, or scope of accreditation. DES will re-inspect a laboratory having NH ELAP as its primary accrediting authority within 60 calendar days if there are significant changes that affect the laboratory's day-to-day operations. The expiration date on the new certificates will be the same as the expiration date on the certificates before the change. No additional fees are required for transferring or changing ownership, location, a majority of the principal officers, or a majority of the local corporate management of the laboratory. If renewal is required at the same time, the renewal fees must accompany the application.

Accreditation modification: A laboratory wishing to modify its scope of accreditation must request the modification in writing. If New Hampshire is the laboratory's primary accrediting authority, the request must include a copy of the laboratory's standard operating procedure, an “Initial Demonstration of Capability”, and the results of two or more sets of proficiency tests that are at least one month (but no more than six months) apart. An on-site assessment must take place before accreditation is granted if the laboratory was not assessed for that type of analysis during its most recent on-site assessment. If New Hampshire is the laboratory's secondary accreditation authority, the request must include a copy of the certificate and analyte list issued by its primary accrediting authority for that analysis, and no on-site assessment will take place. If the additional fee for that group of analyses was not included in the original nonrefundable fee, the amount of that fee must be included with the request for modification of either primary or secondary accreditation.

Accreditation renewal: Laboratories must renew their accreditation annually.

State statute: RSA 485:44, 46, 47 (“New Hampshire Safe Drinking Water Act/Laboratory Accreditation”, <http://gencourt.state.nh.us/rsa/html/L/485/485-44.htm>; <http://gencourt.state.nh.us/rsa/html/L/485/485-45.htm>; <http://gencourt.state.nh.us/rsa/html/L/485/485-46.htm>; <http://gencourt.state.nh.us/rsa/html/L/485/485-47.htm>; http://www.des.state.nh.us/nhelap/nhelap_rsa485.htm)

N. H. Code of Administrative Rules: Env-C 300 (“Laboratory Accreditation”, http://www.des.state.nh.us/nhelap/nhelap_envc300.htm)

Appeals body: Water Council at RSA 21-O:7 (“Department of Environmental Services/Water Council”, <http://gencourt.state.nh.us/rsa/html/I/21-O/21-O-7.htm>); see also <http://www.des.state.nh.us/rules/env-wc200.pdf> and <http://www.des.state.nh.us/councils/#1>)

Additional information: N. H. DES, Environmental Laboratory Accreditation Program, (603) 271-2991
N. H. DES, Public Information Center, (603) 271-2975 or (603) 271-8876
NELAC Web site <http://www.epa.gov/ttn/nelac/>

Environmental Laboratory Accreditation – Work Sheet

Key Qualifier Questions: *Does your laboratory analyze drinking water or wastewater samples for the purpose of submitting the results to support environmental compliance in a state where accreditation is required? Do the owners wish to have the laboratory become voluntarily accredited for other analyses?*

What must you do to apply?

- Obtain a copy of an application package from the Program Manager, New Hampshire Environmental Laboratory Accreditation Program (“NH ELAP”), or contact Charles Dyer at cdyer@des.state.nh.us, or access online at http://www.des.state.nh.us/nhelap/nhelap_app.htm.
- To request initial or renewed accreditation, the applicant must provide the following:
 - Date of application
 - New Hampshire laboratory identification number, if a renewal
 - Legal name, mailing address, street address, billing address, telephone number, and fax number of the laboratory
 - Laboratory hours of operation
 - Name, telephone number, extension number, and e-mail address of the laboratory contact person
 - Name(s), telephone number(s), and extension(s) of the responsible party of record and quality assurance officer
 - Amount of fees, as specified by NH CODE ADMIN. RULES Env-C 302.01(n) (see “Laboratory Accreditation”, http://www.des.state.nh.us/nhelap/nhelap_envc300.htm)
 - Names and addresses of owners, date of incorporation, and names and addresses of principal corporate officers
 - Analyte(s) for which certification is desired
 - Education and experience background of responsible part of record
 - List of technical directors
 - Type of building housing the laboratory, space, utilities, and word processing software available
 - Identification of all general use laboratory equipment
 - Analytical methodology and equipment used for the analyte(s) for which certification is desired
- Upon request, NH ELAP will provide the laboratory with an electronic copy of the application in Corel WordPerfect® or Microsoft Word® format, as well as a hard copy of the form to be used for reference by the laboratory
- The applicant shall provide NH ELAP with one completed hard copy and an electronic form of the application
- In addition to the application, a laboratory with the NH ELAP as its primary accrediting authority must provide the following:
 - A signed certificate of compliance, as required by Section 4.1.9 of the NELAC Standards (see <http://www.epa.gov/ttn/nelac/>)
 - In years for which an on-site assessment has been scheduled, the laboratory must also provide results of the method detection limit (“MDL”) studies as specified in Chapter 5, Appendix D, Section D.1.4 of the NELAC Standards (see <http://www.epa.gov/ttn/nelac/>), including:
 - Name of the analyte or test
 - Sample matrix, such as drinking water, wastewater, soil, hazardous waste, air
 - Date of analysis
 - Identification of analyst
 - Instrument used, including the name of the manufacturer and model number
 - Concentration of standards used
 - Actual values determined
 - Units of concentration
 - Mean of the values
 - Standard deviation

- Calculated method detection limit
 - In years for which an on-site assessment has been scheduled, the laboratory must also provide a hard copy printout in Corel WordPerfect® or Microsoft Word® format the quality systems manual and standard operating procedures (“SOPs”) as specified in Env-C 307.02 and Enc-C 307.03 (see http://www.des.state.nh.us/nhelap/nhelap_envc300.htm)
 - In years for which an on-site assessment has been scheduled, the laboratory must also provide a college transcript for the responsible party of record.
- The applicant must inform NH ELAP as to which of the following methods the laboratory intends to use to notify all prospective New Hampshire clients concerning which analytes or categories it is accredited by New Hampshire to test:
 - Will provide a copy of the laboratory’s current certificate and analyte list to prospective clients with all sample kits,
 - Will provide a list of tests for which the laboratory is accredited with all sample kits, or
 - Will use an asterisk or other mark with the appropriate legend next to the test on a price list or other literature supplied with all sample kits
- A laboratory may choose to inform repeat clients in writing of changes in accreditation status by forwarding a copy of the new analyte list at the time of the change, instead of informing the client each time a sample kit is sent.
- The applicant must supply NH ELAP with an example of the test report that will be provided to New Hampshire clients that indicates which analytes tested were New Hampshire-accredited and which tests were subcontracted (if any).
- The list of tests for which the laboratory is accredited to perform by the State of New Hampshire must be indicated with the test report by one of the following means:
 - Using an asterisk or other mark next to the result or the name of the test with the appropriate legend on the face of the report,
 - Providing a copy of the laboratory’s current certificate and analyte list with all test results, or
 - Providing a list of tests for which the laboratory is accredited with all test results
- A laboratory may choose to inform repeat clients in writing of any changes in certification status, or by sending a copy of the new certificate and/or analyte list at the time of the change instead of informing the client each time a test report is sent.
- Calculate the appropriate fee, complete all application requirements, and submit the fee and all supporting materials to: Program Manager, New Hampshire Environmental Laboratory Accreditation Program, New Hampshire Department of Environmental Services, 6 Hazen Drive, P. O. Box 95, Concord, NH 03302-0095. Telephone: (603) 271-2991 or (603) 271-2998; fax: 603) 271-2997; or online: <http://www.des.state.nh.us/nhelap/>

What types of laboratory operations and services require this accreditation?

- ❖ A private or municipal laboratory submits data to the DES Water Supply Engineering Bureau for microbiological and/or chemical monitoring required by the federal Safe Drinking Water Act
- ❖ A laboratory is seeking to analyze samples for any agency of the federal government
- ❖ A private or municipal laboratory submits data to the DES Water Supply Engineering Bureau for new public water system wells
- ❖ A laboratory analyzes environmental samples for real estate transactions (Many banks and other financial lending institutions require certification or accreditation.)
- ❖ A laboratory is analyzing samples for industries that require a high degree of confidence in the results generated, or that must know exactly how the sample was handled by the laboratory
- ❖ A laboratory is analyzing samples for wastewater discharge compliance purposes

Water Well Contractor License

Introduction: The New Hampshire Legislature established the New Hampshire Water Well Board in 1983 pursuant to RSA 482-B ("New Hampshire Water Well Board, <http://gencourt.state.nh.us/rsa/html/indexes/482-B.html>; see also <http://www.des.state.nh.us/factsheets/ws/ws-23-1.htm>). One of the responsibilities assigned to the Water Well Board is the licensing of individuals, partnerships, and corporations that provide construction services related to drilled wells, washed wells, dug wells, and monitoring wells. Water well construction means any method, procedure, or operation to obtain water from a well including drilling, digging, and well development (including hydrofracturing or other methods). The Water Well Board also regulates technical drilling contractors and well decommissioning. Applicants for a Water Well Contractor License must specify one or more types of construction (e.g., cable tool rig, rotary drilling machine, jetting/washing/drilling well points, auger rig, or percussion hammer) in which they have at least three years of experience. Applicants must also pass a written examination administered by the Water Well Board, based on the type of equipment used. The license will be issued by the Water Well Board based on the type of equipment used for installing the wells; the annual license fee is also based on the type of equipment used. A licensed water well contractor must display a four-inch by six-inch decal plus the Water Well Contractor License number in two-inch high letters or larger on both sides of his/her service truck that designates the year the license was validated. The decal features the State seal and the words "Licensed New Hampshire Water Well Contractor" and must be affixed directly adjacent to the contractor license number. The Water Well Contractor License is not transferable; it expires on June 30 of each year and must be renewed by July 1 each year to remain valid. The Water Well Board offers reciprocity with other states that also allow reciprocity if the standards and requirements are equivalent to those in New Hampshire. DES staff routinely assists local code enforcement officers and private citizens regarding the proper practice and standards to be followed by a licensed water well contractor. The Water Well Board conducts public meetings to discuss appropriate requirements for the water well contractor program, promulgates and enforces rules for the construction of wells, and hears consumer complaints relative to improper well installation.

Average number of licenses issued or renewed annually: 200

Fees: \$25 application fee for new license applicants; \$10 examination fee for each license category; \$225 annual fee for technical drilling contractors; and for contractors (other than technical drilling contractors), an annual fee based on the type of equipment used, as follows:

Well Type	Construction Equipment/Technique	Fee
Dug wells	Backhoe (or similar equipment)	\$100
Point Wells	Jetting, Driving, or Auguring	\$150
Washed Wells	Wash Well Machine	\$150
Drilled Wells	Cable Tool Machine	\$150
Drilled Wells	Rotary Drilling Machine	\$225
Monitor Wells	Includes Multiple Technologies/Equipment	\$225

For contractors who are licensed for more than one type of equipment, the fee charged is the highest applicable fee.

Estimated processing time after application is deemed "complete": Examinations are administered quarterly. Applications must be received at least ten days prior to the examination date for the applicant to sit for that examination. Processing is completed approximately four weeks after the exam.

License duration: One year

License transferability: Not transferable

License modification: Not applicable

License renewal: An expired license may be renewed within one year following expiration by submitting information specified in NH CODE ADMIN. RULES We 401.01. A late fee of \$20 is required if the license is renewed after July 31. The exam is not required if the request for renewal is made within one year following the license's expiration date.

State statute: RSA 482-B ("New Hampshire Water Well Board", <http://gencourt.state.nh.us/rsa/html/indexes/482-B.html>)

N. H. Code of Administrative Rules: We 100-1000 ("New Hampshire Water Well Board Code of Administrative Rules", <http://www.des.state.nh.us/rules/100-1000.pdf>)

Appeals bodies: New Hampshire Water Well Board (see <http://www.des.state.nh.us/councils/#3>), then to the New Hampshire Supreme Court (see <http://www.state.nh.us/courts/supreme.htm>)

Additional information: N. H. Water Well Board, (603) 271-2410 or (603) 271-1974

Water Well Contractor License – Work Sheet

Key Qualifier Question: *Do you, as an individual or as a representative of a partnership or corporation, wish to construct monitoring wells, drilled wells, point wells, or dug wells at residential, commercial, industrial, or municipal sites in New Hampshire using techniques such as rotary drilling, cable tool drilling, auguring, jetting, washing, or excavation?*

What must you do to apply?

- Obtain a copy of the *Water Well Contractor License Application* and a copy of NH CODE ADMIN. RULES We 100-1000 from the DES Public Information Center or the New Hampshire Water Well Board (see <http://www.des.state.nh.us/factsheets/ws/ws-23-1.htm>).
- Type or print (in ink) the information required by the application.
- Identify the type of construction the applicant is qualified to perform.
- Identify the type of equipment used for constructing wells.
- For business entities, provide the name and address of the qualified individual and the name and address of the business entity to be licensed.
- Identify the state in which the applicant is incorporated (if applicable).
- Describe all active experience gained in installing wells that is directly related to the license being sought, including the name(s) of the employer(s), dates of employment, and tasks performed (see <http://www.des.state.nh.us/ws.htm>). The amount of experience must add up to at least three years.
- Specify the type of examination the applicant wishes to take (based on the type of equipment used).
- Submit a check or money order made payable to “New Hampshire Water Well Board” for the appropriate fee(s), application form, and all supporting information to the New Hampshire Water Well Board, c/o New Hampshire Department of Environmental Services, 6 Hazen Drive, P. O. Box 95, Concord, NH 03302-0095. All application materials must be received no less than ten days prior to the scheduled examination date to allow the applicant to sit for that examination.
- An applicant seeking a reciprocal license must follow the procedure noted above in addition to submitting the following:
 - A certified copy of the license held in the jurisdiction in which the reciprocal agreement exists
 - Proof of residency within the jurisdiction in which the reciprocal agreement exists
- The applicant must achieve a score of 70 percent to pass the examination. If not, the applicant must wait a minimum of 90 days before re-examination may occur.

What types of projects require this license?

- ❖ The installation of a dug well with a backhoe at a New Hampshire residence for use as a private drinking water supply
- ❖ The installation of a bedrock production well using a rotary drilling machine, a cable tool machine, or a wash well machine to supply a private or community public water system
- ❖ The use of any well construction technique or equipment to install monitoring wells near a closed municipal landfill to track a suspected groundwater contamination plume

If there are questions on this page or any other section of the Guidebook, please contact Tim Drew, Administrator, Public Information and Permitting Unit, at tdrew@des.state.nh.us or at (603) 271-3306.

Pump Installer License

Introduction: The New Hampshire Legislature established the New Hampshire Water Well Board in 1983 pursuant to what is now RSA 482-B (“New Hampshire Water Well Board”, <http://gencourt.state.nh.us/rsa/html/indexes/482-B.html>; see also <http://www.des.state.nh.us/factsheets/ws/ws-23-1.htm>). One of the responsibilities assigned to the Water Well Board is the licensing of individuals, partnerships, and corporations that install pumps in water wells at residences (for pumps up to three horsepower) and/or at commercial, industrial, and municipal sites (for any horsepower rating). Applicants for this license must have been actively engaged in work which is directly related to the type of license for which application is made for a period of three years prior to the date of application and must pass an examination prepared and administered by the Water Well Board. Pump installers must also complete a minimum of two hours of continuing education each year to maintain proficiency. A licensed plumber may not engage in pump installation unless he or she also holds a Pump Installer License. A licensed pump installer must display a four-inch by six-inch decal plus the installer license number in two-inch high letters or larger on both sides of his or her service truck that designates the year the license was validated. The decal features the State seal and the words “Licensed New Hampshire Pump Installer” and must be affixed directly adjacent to the pump installer license number. The Pump Installer License is not transferable; it expires on June 30 of each year and must be renewed by July 1 each year to remain valid. The Water Well Board offers reciprocity with other states that also allow reciprocity if the standards and requirements are equivalent to those in New Hampshire. DES staff routinely assists local code enforcement officers and private citizens regarding the proper practice and standards to be followed by a licensed pump installer. The Water Well Board conducts public meetings to discuss appropriate requirements for the Pump Installer Program, promulgates and enforces rules for the installation of pumps, and hears consumer complaints relative to improper pump installation.

Average number of licenses issued or renewed annually: 475

Fees: \$25 application fee; \$10 examination fee for either domestic or commercial license category; \$100 annual license fee

Estimated processing time after application is deemed “complete”: Examinations are administered quarterly. Applications must be received at least ten days prior to the examination date. Processing is completed approximately four weeks after the exam.

License duration: One year

License transferability: Not transferable

License modification: Not applicable

License renewal: Applicant must submit written request, the required fee, and proof of compliance NH CODE ADMIN. RULES We 402. An expired license may be renewed within one year following expiration by submitting required information, defined by We 401.01. A \$20 late fee is required if the license is renewed after July 31. The exam is not required if the request for renewal is made within one year following the license’s expiration date.

State statute: RSA 482-B (“New Hampshire Water Well Board”, <http://gencourt.state.nh.us/rsa/html/indexes/482-B.html>)

N. H. Code of Administrative Rules: We 100-1000 (“New Hampshire Water Well Board Code of Administrative Rules”, <http://www.des.state.nh.us/rules/100-1000.pdf>)

Appeals bodies: New Hampshire Water Well Board (see <http://www.des.state.nh.us/councils/#3>), then to the New Hampshire Supreme Court (see <http://www.state.nh.us/courts/supreme.htm>)

Additional information: N. H. Water Well Board, (603) 271-2410 or (603) 271-1974
N. H. DES, Public Information Center, (603) 271-2975 or (603) 271-8876

Pump Installer License – Work Sheet

Key Qualifier Question: *Do you, as an individual or as a representative of a partnership or corporation, wish to install pumps at residential, commercial, industrial, or municipal sites in New Hampshire?*

What must you do to apply?

- Obtain a copy of the *Pump Installer License Application* and a copy of NH CODE ADMIN. RULES We 100-1000 from the New Hampshire Water Well Board (see <http://www.des.state.nh.us/factsheets/ws/ws-23-1.htm>) or the DES Public Information Center.
- Type or print (in ink) the information required by the application.
- Identify the type of installation the applicant is qualified to perform (i.e., domestic or commercial/industrial).
- For business entities, provide the name and address of the qualified individual and the name and address of the business entity to be licensed.
- Identify the state in which the applicant is incorporated (if applicable).
- If the applicant is a registered plumber, provide the current plumber's license number.
- Describe all active experience gained in installing well pumps during the previous three years that is directly related to the license being sought, including the name(s) of the employer(s), dates of employment, and tasks performed. The amount of experience must add up to at least three years.
- Specify that the applicant wishes to take the pump installer's examination.
- Submit a check or money order made payable to "New Hampshire Water Well Board" for the appropriate fee, the application form, and all supporting information to the New Hampshire Water Well Board, c/o New Hampshire Department of Environmental Services, 6 Hazen Drive, P. O. Box 95, Concord, NH 03302-0095. All application materials must be received no less than ten days prior to the scheduled examination date.
- An applicant seeking a reciprocal license must follow the procedure noted above in addition to submitting the following:
 - A certified copy of the license held in the jurisdiction in which the reciprocal agreement exists
 - Proof of residency within the jurisdiction in which the reciprocal agreement exists
- The applicant must achieve a score of 70 percent to pass the examination. If not, the applicant must wait a minimum of 90 days before re-examination may occur.

What types of projects require this license?

- ❖ The installation of a well pump with up to three horsepower at a private residence
- ❖ The installation of a production well pump at a community public water supply system
- ❖ The installation of a large production well pump at an industrial site

If there are questions regarding this page or any other section of the Guidebook, please contact Tim Drew, Administrator, Public Information and Permitting Unit, at tdrew@des.state.nh.us or at (603) 271-3306.

Bottled Water Source Approval

Introduction: The bottling of water for the purpose of public consumption is jointly regulated by the New Hampshire Department of Health and Human Services' ("DHHS") Bureau of Food Protection (see <http://www.dhhs.state.nh.us/DHHS/BOTTLED BEVERAGE/default.htm>) under NH CODE ADMIN. RULES He-P 2100, and the DES's Water Supply Engineering Bureau under NH CODE ADMIN. RULES Env-Ws 389 (see "Groundwater Sources of Bottled Water", <http://www.des.state.nh.us/rules/envws389.pdf>). Before bottled water can be offered for sale, the applicant must first register with DHHS, obtain a Bottled Water License from that agency, and comply with its requirements for design and construction of the buildings and facilities, production and processing in the bottling plant, employee hygiene, and information to be included on labels. The applicant must also consent to weekly and annual water quality testing and reporting. Approval of a new groundwater or spring water source must be obtained from DES before the source can be used as a supply for any bottled water product (see <http://www.des.state.nh.us/factsheets/ws/ws-19-1.htm>). This process involves the hiring of a hydrogeologist, compliance with setbacks and land use restrictions, conducting an evaluation of the source and the potential impacts of the withdrawal, delineating a wellhead protection area, and submitting a report to DES. In addition, the applicant must demonstrate that the construction of the spring or well complies with NH CODE ADMIN. RULES Env-We 600 ("Standards for the Construction, Maintenance, and Abandonment of Wells", <http://www.des.state.nh.us/rules/100-1000.pdf>). For a source outside New Hampshire, the applicant must obtain approval from the state or province in which the source is located and provide documentation of that approval to DHHS. If the source will produce 57,600 gallons or more in any 24-hour period, the applicant must also obtain a Large Groundwater Withdrawal Permit (see <http://www.des.state.nh.us/factsheets/ws/ws-22-11.htm>) from DES.

Average number of source approvals issued annually: 1 (for sources)/15 (for DHHS bottler registrations)

Fees: None for DES/\$125-\$140 for DHHS Bottled Water License

Estimated processing time after report is deemed "complete:" Up to 60 days

Approval duration: 5 years

Approval transferability: Bottled Water Source Approval of an active source is automatically transferred with the ownership of the source. Ownership transfer must be registered with the DES Water Division.

Approval modification: Modifications may be approved after the owner/operator has demonstrated that the modified source complies with current DES and DHHS administrative rules.

Approval renewal: Renewals may be granted after the owner/operator has demonstrated that the source is in compliance with current DES and DHHS administrative rules.

State statutes: RSA 485:3, XI ("New Hampshire Safe Drinking Water Act/Drinking Water Rules", <http://gencourt.state.nh.us/rsa/html/L/485/485-3.htm>) and RSA 143:11 ("Sanitary Production and Distribution of Food/Licenses; Fees", <http://gencourt.state.nh.us/rsa/html/X/143/143-11.htm>)

N. H. Code of Administrative Rules: Env-Ws 389, ("Groundwater Sources of Bottled Water Rules", <http://www.des.state.nh.us/rules/envws389.pdf>) and He-P 2100 ("Food and Beverage Sanitation Rules", <http://www.gencourt.state.nh.us/rules/he-p.html>)

Appeals body: Water Council, RSA 21-O:7 ("Department of Environmental Services/Water Council", <http://gencourt.state.nh.us/rsa/html/I/21-O/21-O-7.htm>; see also <http://www.des.state.nh.us/rules/env-wc200.pdf> and <http://www.des.state.nh.us/councils/#1>)

Additional information: N. H. DES, Bottled Water Source Program Manager, (603) 271-3303
N. H. DES, Water Supply Engineering Bureau, (603) 271-2513
N. H. DES, Public Information Center, (603) 271-2975 or (603) 271-8876

Bottled Water Source Approval – Work Sheet

Key Qualifier Question: *Do you plan to develop or reactivate a groundwater or spring water source for use in the commercial bottling of water (or water products) for public consumption?*

What must you do to prepare the source report?

- Obtain a copy of the NH CODE ADMIN. RULES Env-Ws 389, *Groundwater Sources of Bottled Water*, from the DES Bottled Water Source Program Manager, the DES Public Information Center, or online at <http://www.des.state.nh.us/rules/envws389.pdf>.
- Information concerning the licensing of bottled beverage facilities by the New Hampshire Department of Health and Human Services is available from its Beverage and Bottled Water Inspection and Licensing Program (see <http://www.dhhs.state.nh.us/DHHS/BOTTLEDBEVERAGE/default.htm>).
- Provide a description of the source location to demonstrate that it meets surface water setbacks in accordance with Env-Ws 389.05.
- Provide a description of the sanitary protective area to demonstrate that the land is under the control of the water supplier (e.g., through easements or leases) and shall be maintained in a natural state within 150 to 400 feet of the source in accordance with Env-Ws 389.06.
- Develop a conceptual hydrogeologic model for the wellhead protection area in accordance with Env-Ws 389.07, including a description of the geology, groundwater flow, and aquifer recharge patterns, and complete a preliminary estimate of the wellhead protection area in accordance with Env-Ws 389.09.
- Complete a source evaluation program (e.g., pumping test) in accordance with Env-Ws 389.11 and establish the chemical quality of the source. It is recommended that DES staff be consulted to provide feedback on the program before the applicant carries out the fieldwork.
- Establish the permitted production volume in accordance with Env-Ws 389.12 and demonstrate that the withdrawal from the source will not cause adverse impacts to water resources or existing water users.
- Prepare a source classification statement (e.g., artesian water, well water, or spring water) in accordance with Env-Ws 389.14 and refine the wellhead protection area in accordance with Env-Ws 389.15.
- Update and revise the contamination source and water withdrawal inventory in accordance with Env-Ws 389.16 and establish a contamination control program for known contamination sources within the wellhead protection area in accordance with Env-Ws 389.17.
- Submit a source classification statement in accordance with Env-Ws 389.14.
- Submit a copy of the well completion report prepared in accordance with NH CODE ADMIN. RULES We 800, adopted by the New Hampshire Water Well Board, to demonstrate that the construction of the wellhead complies with We 600 (see <http://www.des.state.nh.us/rules/100-1000.pdf>).
- Submit a report to DES in accordance with Env-Ws 389.19. Approval is contingent upon notification requirements provided in RSA 485-C:21 (“Groundwater Protection Act/Approval for Large Groundwater Withdrawals”, <http://gencourt.state.nh.us/rsa/html/L/485-C/485-C-21.htm>) and rules regarding impact assessment and mitigation requirements adopted pursuant to RSA 485:3, XIII (“New Hampshire Safe Drinking Water Act/Drinking Water Rules”, <http://gencourt.state.nh.us/rsa/html/L/485/485-3.htm>).
- Provide all source report information to: Bottled Water Source Program Manager, Water Supply Engineering Bureau, Water Division, New Hampshire Department of Environmental Services, 6 Hazen Drive, P. O. Box 95, Concord, NH 03302-0095. Telephone: (603) 271-3303; fax: (603) 271-5171; or online: <http://www.des.state.nh.us/dwspp/bottled.htm>.

What types of projects require this approval?

- ❖ The development of new groundwater or spring water sources for the bottling of drinking water
- ❖ The reactivation of existing groundwater or spring water sources for the production of bottled water products

- ❖ The development of an out-of-state groundwater or spring water source for a bottling operation in New Hampshire
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If there are questions regarding this page or any other section of the Guidebook, please contact Tim Drew, Administrator, Public Information and Permitting Unit, at tdrew@des.state.nh.us or at (603) 271-3306.

Youth Recreation Camp License

Introduction: The New Hampshire Department of Environmental Services (“DES”) licenses youth recreation camps under RSA 485-A:23-24 (“Water Pollution and Waste Disposal/Recreation Camps”, <http://gencourt.state.nh.us/rsa/html/L/485-A/485-A-23.htm>). The DES program does not apply to day care centers, which are licensed by the New Hampshire Department of Health and Human Services. The DES licensing program does not evaluate camp curricula, but does address a broad range of health and safety issues including staff qualifications, buildings, sleeping quarters, equipment, water supply, swimming pools and beaches, toilet facilities, sewage disposal facilities, garbage and waste disposal, toxic chemical storage, food and food preparation, dishwashing, fire safety, overnight camping, required health staffing, communicable disease isolation and reporting, and physical examinations prior to admission. A “youth camp” is defined by NH CODE ADMIN. RULES Env-Ws 1120 (“Rules Pertaining to the Operation of Youth Recreation Camps”, <http://www.des.state.nh.us/rules/envws1120.pdf>) as *an entity that represents itself as a camp, is in operation for at least ten days per license year for recreational purposes (or for a combination of recreation and instruction), is for-profit or under philanthropic or charitable auspices, and serves ten or more campers per day*. Both day camps and residence camps are included (see <http://www.des.state.nh.us/factsheets/ws/ws-20-1.htm>). In 2001, there were approximately 170 licensed youth recreation camps in New Hampshire. The annual licensing period extends from June 1 of the current year through May 31 of the following year. For a new camp, the licensing process includes a field inspection of the facilities after receipt of an application, during which the DES inspector judges the safety and adequacy of the facilities to be used, including a bacterial drinking water analysis. Once the camp is in operation, a second inspection is scheduled to evaluate operational issues.

Average number of licenses issued annually: 170

Fee: \$50 per camp per year

Estimated processing time after application is deemed “complete”: 30 days

License duration: One year (from June 1 of current year through May 31 of the following year)

License transferability: Upon a change in facility ownership, a written request must be made to DES by the current licensee to describe the proposed transfer and identify to whom the license will be transferred.

License modification: If activities, facilities, or services offered are to change, a written request must be submitted to DES outlining those changes before the license can be modified during the current license year.

License renewal: DES must receive an application for renewal no less than 30 days prior to the camp’s opening date.

State statute: RSA 485-A:23, 24, 25, 25-a (“Water Pollution and Waste Disposal/Recreation Camps”, <http://gencourt.state.nh.us/rsa/html/indexes/485-A.html>)

N. H. Code of Administrative Rules: Env-Ws 1120 (“Rules Pertaining to the Operation of Youth Recreation Camps”, <http://www.des.state.nh.us/rules/envws1120.pdf>)

Appeals body: Water Council at RSA 21-O:7 (“Department of Environmental Services/Water Council”, <http://gencourt.state.nh.us/rsa/html/I/21-O/21-O-7.htm>; see also <http://www.des.state.nh.us/rules/env-wc200.pdf> and <http://www.des.state.nh.us/councils/#1>)

Additional information: N. H. DES, Youth Camp Licensing Program, (603) 271-2542 or (603) 271-2952
N. H. Camp Directors Association, (800) 549-CAMP or (603) 473-8849



American Camping Association (NE Section), (508) 647-2267
N. H. DES, Public Information Center, (603) 271-2975 or (603) 271-8876

Youth Recreation Camp License – Work Sheet

Key Qualifier Question: *Do you plan to establish a new, or continue to operate an existing, facility that represents itself as a camp, is in operation for at least ten days per license year for recreational purposes (or for a combination of recreation and instruction), is for-profit or under philanthropic or charitable auspices, and serves ten or more campers per day, whether as a day camp or a residential camp?*

What must you do to apply?

- Obtain a copy of the *Youth Recreation Camp License Application* from the DES Youth Recreation Camp Licensing Program, DES Water Supply Engineering Bureau by telephone at (603) 271-2542, or access the Bureau online at <http://www.des.state.nh.us/wseb/>.
- Identify the name of the youth recreation camp.
- Identify the location of the youth recreation camp by street address and municipality.
- Provide the name, summer and winter mailing addresses, and telephone numbers of the individual or organization that owns the youth recreation camp.
- Provide the name(s) of any lake(s) or river(s) on which the youth recreation camp is located.
- Provide the name of the youth recreation camp director.
- Specify the number of persons the youth recreation camp can safely accommodate, as follows
 - Number of male campers
 - Number of female campers
 - Number of staff
- Specify the opening date for the campers
- Specify the closing date for the campers
- Provide a voluntary disclosure statement or documentation of a criminal background check on the owner/operator.
- Submit a check or money order for \$50 made payable to “Treasurer, State of New Hampshire”, the application, and all supporting materials to: Youth Camp Licensing Program, Water Supply Engineering Bureau, Water Division, New Hampshire Department of Environmental Services, 6 Hazen Drive, P. O. Box 95, Concord, NH 03302-0095. Telephone: (603) 271-2542; fax: (603) 271-5171; or online: <http://www.des.state.nh.us/wseb/>

What types of projects require this license?

- ❖ An athletic training camp for boys and girls to refine skills in soccer, football, or swimming
- ❖ A day camp at a New Hampshire river or lake for youth summer vacations
- ❖ A YMCA/YWCA summer residence camp for hiking, fishing, swimming, arts and crafts
- ❖ A Boy Scouts of America reservation to develop the scouts’ outdoor skills and physical fitness
- ❖ A church or youth group camp established as a religious retreat for study or reflection

If there are questions regarding this page or any other section of the Guidebook, please contact Tim Drew, Administrator, Public Information and Permitting Unit, at tdrew@des.state.nh.us or at (603) 271-3306.

